

PERSONNEL DIVISION
ADVANCE NOTICE OF PERSONNEL ACTION

TO : Those checked on distribution

DATE: April 12, 1962
REF. NO. PND-ES-62/0738

012

Please be advised that the following personnel action is in process by the Personnel Division.

NAME	TITLE AND DEPT/DIV/OFFICE	LOC.	EFFECTIVE DATE	CODE	REMARKS
E. M. WALSH	Supervisor, Propeller Shop, Shops, AMD	TNN	July 1, 1962 through Nov. 7, 1962	E	

H/L: July 1, 62 to Oct. 31, 62 - 123 days

H/L/TA/L: Nov. 1, 62 to Nov. 7, 62 - 7 days

Code: A - Separation C - IWOP
B - Transfer (PCS) D - Annual Leave

E - Home Leave
F - Extended S/L

DISTRIBUTION : (Check those applicable)

- T-C's Office
- Credit & Collections Mgr.
- VPSLC
- Chief, Payroll, TPE
- D/MBAD, TNN
- Internal Auditor, TPE
- Pnl. Mgr., TNN
- Maint. Contracts Sect., TNN
- Chief of Comms. Dept., TPE
- GTD, ~~XXX~~/TNN
- SZHKG
- Supply Coordinator, TPE Area
- Chief, Medical Dept., TPE
- P/File

(Checking list on reverse side)

PD-07R4

ORIGINAL SIGNED BY
S. T TANG

Supervisor, R/S-PND

APPROVED FOR RELEASE DATE:
24-Aug-2010

CHECKING LIST

Nature of Action		Offices to be checked	Remarks
LEAVES	Annual Leave	* (1) T-C's Office (Attn: T-C's Secretary) * (2) Internal Auditor # (3) VPSLC ## (4) SZHKG	* For bank signatories and custodians of unbanked petty cash fund only.
	Home Leave	* (1) T-C's Office (Attn: T-C's Secretary) * (2) Internal Auditor # (3) VPSLC	** For employees to be transferred to TNN (PCS) only.
	Leave Without Pay (30 days or more)	(4) Credit & Collections Manager (5) Chief, Payroll, TPE or D/MBAD, TNN (6) Maintenance Contracts Section, TNN (7) Chief, Communications Dept., TPE (8) Supply Coordinator, TPE Area (9) Chief, Medical Dept., TPE (10) GTD, TPE or TNN	# For holders of power of attorney only.
	Extended Sick Leave (over 2 weeks)	## (11) SZHKG (12) PM-TNN (for separation of TNN/KAO personnel only)	## For foreign employees who travel to or transit in HKG on Annual or Home Leave.
	MS/IWOP		
Termination		* (1) T-C's Office (Attn: T-C's Secretary) * (2) Internal Auditor # (3) VPSLC (4) Maintenance Contracts Section, TNN (5) Supply Coordinator, TPE Area (6) Chief, Medical Department, TPE ** (7) Personnel Manager, TNN	
Permanent Change of Station			